



**Memorandum**

To: Directors of Science, NASA Centers

From: Chief Scientist, SMD

Cc: Division Directors, SMD  
Research Lead, SMD  
R&A Resource Leads, NASA Centers

Subject: Instructions for ROSES Proposals from Centers in anticipation of Unified Labor Budgeting and a Civil Servant Labor and Expenses Account

Date: October 20, 2010

There is a high probability that NASA will be under unified labor budgeting within the next year. The Science Mission Directorate is therefore directing changes in the budget plans for ROSES proposals submitted by NASA Centers or proposals submitted by non-NASA organizations that include civil servant co-investigators from NASA Centers.

This memo replaces and supersedes my memo on the same subject of July 12, 2010. The July 12, 2010, memo is hereby withdrawn and its instructions are cancelled. Changes between the July 12 memo and this memo are responsive to the decisions of the Agency Labor Forum.

**General Guidance**

Once the Agency is under unified labor budgeting, the actual WBS associated with projects or ROSES awards will only have procurement and travel dollars in them. Even so, civil servants doing SMD work will report their actual labor in WebTADS to individual WBS associated with the various projects or ROSES awards for tracking and attribution, despite the fact that the funds will come out of the Civil Servant Labor and Expenses (CSLE) account in the Cross Agency Program. For ROSES awards without procurement funds, we will “release” an empty WBS to the Center, just for the purpose of tracking labor FTEs in WebTADS.

**ROSES 2010 Proposal Budgets**

The guiding direction is that: (a) In a change from the past the NSPIRES web cover page budget should not include the cost of the civil servant salaries. (b) In another change from the past, the proposal’s detailed budget must show and justify only the total procurement funding requested, excluding civil servant salaries. (c) The proposal’s text must however

clearly indicate and discuss the NASA civil servant labor effort (% time or FTEs) that is being applied to the proposed investigation.

As soon as practical, but no later than 30 days after the date of this memorandum, proposals submitted in response to ROSES 2010 must omit the costs of civil servant labor from the NSPIRES web cover page budget and elsewhere in the proposal. This applies to proposals from NASA Centers that include NASA civil servant investigators as well as proposals for non-NASA organizations that include NASA civil servant co-investigators from NASA Centers. Since the funding for NASA civil servant FTEs comes from the agency's CSLE account, and not from SMD research programs, the cost of NASA civil servant FTEs must not be included as part of the funding requested.

However, the budget and personnel narrative within the proposal (included in the PDF file that is uploaded into NSPIRES) must clearly show the NASA civil servant effort (% time or FTEs for each CS) that is being applied to the proposed investigation. This is to enable peer review of the feasibility of the proposed investigation (Is the work effort planned for this investigation appropriate? Are the personnel undertaking this investigation qualified to accomplish the tasks proposed for them?).

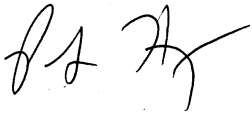
Note that there is no change in the requirement that the "Civil Servant FTE question" on the NSPIRES web cover page ("Are NASA civil servant personnel participating as team members on this project (include funded and unfunded)?") must still be answered appropriately when filling out the NSPIRES web cover page. This is an OMB reporting requirement, and the change to unified labor budgeting does not affect this requirement.

Important temporary requirement: Until the Agency converts to unified labor budgeting, SMD will continue to provide funding for the costs of civil servant labor for research tasks from the SMD research program budget. Since these costs will no longer be in the submitted proposal, they must be provided to SMD separately. Centers must provide to SMD, in a document separate from the proposal, the civil servant labor costs associated with the civil servant effort that is described in the proposal's budget and personnel narrative. This separate required budget document must be submitted in PDF format and uploaded to NSPIRES no later than 3 working days after the proposal due date (this delay is so you can use the NSPIRES proposal ID number to label the separate required budget document). Additional instructions are provided in the attachment to this memorandum.

SMD's start date for this change in proposal cover page budgets is as soon as practical, but no later than 30 days after the date of this memorandum. For proposals that were submitted prior to that date and included civil servant labor in the proposal budget numbers, SMD will have to subtract out the NASA civil servant labor costs from the approved budget before the funds are released to the Center.

Centers must instruct their staff of this change in proposal budgets for proposals submitted in response to ROSES 2010.

In addition, Centers must inform their partners of these changes where NASA civil servants are participating as co-investigators on proposals submitted in response to ROSES 2010 by non-NASA organizations. In these cases, the instructions are the same: the NSPIRES web cover page budget and detailed budget must only show the funding requested from SMD's research program (does not include NASA civil servant labor costs), and the budget narrative must include and discuss the NASA civil servant effort (% time or FTEs for each CS participant) that is being applied to the proposed investigation.

A handwritten signature in black ink, appearing to read 'Paul Hertz', with a stylized flourish at the end.

Paul Hertz  
Chief Scientist, SMD

Attachment: Instructions for uploading the document separate from the proposal, which contains the civil servant labor costs associated with the civil servant effort that is described in the proposal's budget and personnel narrative.

A dummy ROSES element will be created in NSPIRES. The required budget document must be uploaded into NSPIRES as if it were an attachment to an NOI for this dummy ROSES element.

The dummy ROSES element is "Appendix F.1: NASA Civil Servant Labor."

Submission of the required budget document takes the form of a Notice of Intent (NOI) within NSPIRES. The required budget document will be submitted as a PDF-formatted document that is attached (uploaded) to the NSPIRES system. The required budget document can be uploaded only by the person that creates the "NOI" in NSPIRES; that should be either the PI (or lead NASA civil servant CO-I if the PI is not a NASA civil servant) or the AOR (or an authorized Center official if the proposal was not submitted by a NASA Center).

Although the NOI due date posted in NSPIRES for the dummy ROSES element "Appendix F.1: NASA Civil Servant Labor" is an arbitrary date far in the future (e.g., December 31, 2011), the due date for uploading the required budget document is 3 working days after the proposal due date.

1. Log in to your account at <http://nspires.nasaprs.com/>.
2. Select "Proposals" from your account page.
3. Select "Create NOI" from your proposals page.
4. Click "Continue" on the next page.
5. Select "NASA Civil Servant Labor (NNH10ZDA001N-CSLABOR)" from the bullet list of announcements. Click "Continue".
6. "NOI title" field will be shown. Enter the NSPIRES proposal number as the title. This will identify for SMD both the ROSES element to which the parent proposal was submitted as well as the parent proposal itself.
7. Select "do not link at this time" for submitting organization page.
8. Click "Save" on next page.
9. It is not necessary to complete any of the "NOI Details"; all requested information must be included in the attached PDF document. Information which is entered into "NOI Details" but not included in the attached PDF document will be discarded by SMD.
10. Prepare your required budget document offline and save as a PDF document (note NSPIRES instructions on .pdf formats). The required budget document must include, at a minimum, the parent proposal PI's Name, the parent proposal submitting institution, the parent proposal title, and the name of the ROSES program element to which the parent proposal was submitted.
11. To attach (upload) your PDF document:
  - a. Click "add" under NOI attachments section;
  - b. Select "Proposal Document" from the drop down list;

- c. Browse to attach your PDF file;
  - d. Select “Upload”;
  - e. Click “OK”;
  - f. Your required budget document has been uploaded to NSPIRES.
12. Click “Submit NOI” button. NOTE that this does not complete the submission process.
  13. Ignore any warnings about incomplete NOI elements. Ensure that your NOI document is attached and click “Continue”.
  14. Click “Submit”. This will take you to the NOI submission confirmation page, which provides you with the “NOI number” for your records.

Please note: You may delete and replace uploaded documents anytime before submission. Submitted NOIs cannot be deleted.